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MEMORANDUM FOR:

SUBJECT

Office of Communications Personnel for Snow Emergency

Pick-Up

1. Attached are two lists of personnel from the Office of Communications who should be picked-up under snow emergency conditions. List Number 1 is first priority, and Number 2 is second priority.

2. The Signal Center will have a shift on duty whenever the emergency occurs, and, therefore, no names are listed for that staff. They will, however, when in need of relief, place requirement on the transportation officer to make pick-up of new personnel.

Chief, Administration Staff, OC

Attachment:

Lists As Stated